INBOX RULES

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	fabrikam.onmicrosoft.com

Rules that forward, delete or hide mail, and every rule in every mailbox.

Filtered view. Rules to check: 1 of 3 rows, Mailbox is thomas.robinson@fabrikam.example. All inbox rules: 17 of 17 rows, 1 column hidden. The headline figures cover every row.

Rules to check	Forward outside	Inbox rules
3	2	17
3 high risk	Rules sending mail out	Across 57 mailboxes

Rules to check 1 1 to review

3 rules out of 17 across 57 mailboxes forward outside the organisation, delete, or bury mail. These are the classic signs of a compromised mailbox: check each one with the mailbox owner.

Flag	Mailbox	Rule	Enabled	Why it stands out	What it does
High	thomas.robinson@fabrikam.example	Invoices to bookkeeper	Yes	Forwards to bookkeeping@ledgerline.example	subject has invoice: forward to bookkeeping@ledgerline.example

Rules that send mail elsewhere 3 2 to review

Every rule that forwards or redirects mail, including to colleagues.

Flag	Mailbox	Rule	Enabled	Sends to	Outside the organisation
High	anna.kowalski@fabrikam.example	Copy to home	Yes	anna.kowalski.home@homemail.example	Yes
	info@fabrikam.example	To manager	Yes	office.manager@fabrikam.example	No
High	thomas.robinson@fabrikam.example	Invoices to bookkeeper	Yes	bookkeeping@ledgerline.example	Yes

All inbox rules 17 3 to review

Flag	Rule	Enabled	Conditions	Actions
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
High	.	Yes	body has invoice, payment	move to RSS Feeds; mark as read; stop processing rules
High	Copy to home	Yes	All messages	forward to anna.kowalski.home@homemail.example
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	To manager	Yes	All messages	redirect to office.manager@fabrikam.example
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
	Newsletters	Yes	sender has newsletter	move to Newsletters
High	Invoices to bookkeeper	Yes	subject has invoice	forward to bookkeeping@ledgerline.example

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.